

CURRICULUM VITAE
DANA CARMOUCHE

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PROFILE

Dedicated Business Professional with extensive training and development experience, resulting in an substantial increase in productivity. **Dynamic leader** recognized by the City of Houston, for *Outstanding Service to the Small Business Community*. **Visionary** with proven success in introducing improvement plans, recruitment programs, and staff development initiatives that align with corporate goals. **Diverse background** in all facets of employee assessment, training, and professional development. **Demonstrated experience** in implementing best practices. **Excellent** communicator who is able to resolve conflicts and negotiate win-win outcomes.

KEY SKILLS

Employee Training & Development
Multicultural Awareness
Pre-screen/Interview & Skill Testing
Disciplinary Procedures
Curriculum Design
Differentiated Instruction & Interactive Learning

Employee Relations & Counseling
Mediation & Dispute Resolution
Group & Individual Therapy
Team Building & Morale Building
Evaluation & Assessment
Problem Based & Cooperative Learning

CAREER DEVELOPMENT

Career Technology Education/ (1999 to Present)

Houston Independent School District, Houston, Texas

HCC Southwest-Stafford Campus, (2008 to Present)

Adjunct Professor/Dual Credit Instructor

Responsible for a broad range of functions, including administration, confidential file management, policy development, employee screening, staff training, and new hire mentor.

Marketing Assistant (1996-1999)

Variable Annuity Life Insurance Company (VALIC), Houston, Texas

Responsible for designing marketing plans that included creating strategies, advantageous marketing communication tools, and media/message delivery systems

HR Specialist (1995-1996)

Texas Home Management, Houston, Texas

Responsible for providing HR related services that were in alignment with the company's vision

PRACTICA

Graduate Intern (2007-2008)

Houston Area Women Center (HAWC), Houston, Texas

Graduate Intern (2005-2007)

Good Shepherd Residential Treatment Facility, Houston, Texas

EDUCATION

Bachelor of Business Administration - Marketing/Management

University of Houston, May 1999

Master of Arts – Psychology

Texas Southern University, May 2010

SKILLS/CERTIFICATIONS

State of Texas Teacher's Certificate

MCAS (*Microsoft Certified Application Specialist*) certified in MS Word, PowerPoint, Access and Excel

Instructional Technology Certification (*University of North Texas*) May 2001

WEB Certification (*Front Page*)–TAMU (*Texas A&M University*) June 2002

Highly proficient in Microsoft Office

Knowledgeable in PeopleSoft